

May 2022

*Kia ora*

Thank you for your registration of interest in the role of Youth Worker with Wesley Community Action's Waitangirua team.

This pack includes a job description and outlines the key tasks and expected outcomes of the position.

Please complete the Pre-employment Disclosure Statement on page 6 and return it with:

- your covering letter of application
- your CV
- the names of two referees (including your most recent employer).

We will contact you to advise you of the outcome of your application.

Our learning at Wesley Community Action is that we – and you – need to ensure there is a good 'fit' between the type of person and management style we are looking for, and your skills and strengths.

This pack includes a copy of Te Ara Wēteriana /The Wesley Way. This is our quality assurance practice framework which guides how all staff are expected to interact with each other and with those we work alongside. Please read this carefully to ensure there is alignment between your beliefs and Te Wēteriana / The Wesley Way.

WCA is an approved Essential Service during Covid restrictions. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccinations and keeping our boosters up to date. Wesley Community Action strongly encourages kaimahi to maintain their full vaccination status. We have had a mandatory vaccination policy for all staff which is now amended to reflect the relaxing of a number of sector mandates. However we will not hesitate to introduce this requirement again, should the Covid context change. You may be required to support whānau during Covid lockdowns. If you have any concerns regarding this, please advise us of this immediately.

We look forward to receiving your application and please do not hesitate to contact us if you have any questions.

Please send your application to:

Isabel Macdonald: [imacdonald@wesleyca.org.nz](mailto:imacdonald@wesleyca.org.nz)  
PO Box 9932  
Te Aro, Wellington 6141

Regards



Andrea McKenzie  
**General Manager**

## Position description

### Youth Worker – Wesley Waitangirua (fulltime)

*This position provides sound support for young people and includes a strong capacity to work alongside young males in the Porirua area.*

*The Youth Worker works alongside young people and their communities (school, whānau, training establishments), to assist them in identifying the barriers to their development, and develop strategies to address these.*

*Key to this role is the development and provision of programmes that work with young people using a youth-development and strength-based approach.*

<b>Responsible to:</b>	Team Manager, Wesley Waitangirua
<b>Important relationships with:</b>	<ul style="list-style-type: none"> <li>• Young people and their families in the Porirua area</li> <li>• Schools that young people attend</li> <li>Community Groups</li> <li>• Government Organisations</li> <li>• Youth networks</li> <li>• Other Wesley staff including General Manager and Practice Lead</li> </ul>
<b>Hours:</b>	40 hours per week Monday to Friday with occasional evening and weekend work, plus unpaid half hour lunch.
<b>Location:</b>	Wesley Waitangirua – 3 Niagara Street, Waitangirua

## Key tasks and expected outcomes

Key tasks	Expected outcomes
<p><b>Working alongside young people and their families to support them in the development of positive relationships and connections</b></p>	<ul style="list-style-type: none"> <li>• Young people are supported to identify and develop their strengths.</li> <li>• Young people are supported to identify and address issues that may impact on positive connections to school, whānau/families and community</li> <li>• Whānau/Families of young people are aware of the work that is being done and feel engaged in this process</li> <li>• A strong relationship between schools, Families, community groups, government organisations and other Wesley services is maintained through excellent service delivery based on transparency.</li> <li>• Young people are aware of their progress through the Outcome Rating Scale (ORS) and Session Rating Scale (SRS) as a key monitoring and engagement tool.</li> </ul>
<p><b>Develop services and connections that help support the development of young people in Porirua.</b></p>	<ul style="list-style-type: none"> <li>• Identifying individual and group programmes that will best respond to the needs of young people in Porirua.</li> <li>• Effective operation of after school and holiday programmes for young people that engage young people, are enjoyable and challenging as well as beginning to address some of the issues impacting on their well-being.</li> <li>• Young people value attending the after school and holiday programmes and feel safe and supported.</li> <li>• Whānau/Families have a sound understanding of the Waitangirua programmes.</li> <li>• Young people are better informed about youth services and programmes available for them, and have opportunities to feed into design and planning of possible new programmes.</li> </ul>
<p><b>Contribution to the work of Wesley Waitangirua staff team and wider WCA.</b></p>	<ul style="list-style-type: none"> <li>• The Wesley Waitangirua service is enhanced through the contribution of the youth services at Waitangirua.</li> <li>• A sound contribution is made to the WCA Community Team and a strong relationship is forged with Wesley Porirua family support team.</li> <li>• A sound contribution is made to identifying any issues that impact on Health and Safety and strategies to address these.</li> <li>• All WCA team meetings are attended and contributed to (Waitangiura, Connect, Community meetings etc.)</li> <li>• To contribute to review of the youth worker role, and its key tasks to ensure those tasks continue to best serve the community.</li> <li>• Ensure any and all ‘contract’ deliverables are met and appropriately reported on.</li> <li>• Professional development is actively engaged in.</li> </ul>

	<ul style="list-style-type: none"> <li>All principles of best practice (The Wesley Way) and youth development are adhered to.</li> </ul>
<b>Community Development and Social Justice</b>	<ul style="list-style-type: none"> <li>The Porirua community know that Wesley Waitangirua will actively listen to what the community is saying – they are consulted prior to service development and are involved in the ongoing monitoring of their goals and aspirations.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>All reports are submitted to the team leader on time and at a professional standard.</li> <li>Line supervision with the Team Leader are to be on a regular basis</li> <li>The Wesley Waitangirua office operates in an efficient manner with the community knowing that it is a service that does what it says it will do.</li> <li>All internal WCA policies are actively implemented to support the best outcomes possible</li> <li>The required data is collected and reporting requirements to WCA through the Team Leader are met</li> <li>Regular evaluation of programmes occurs and includes gathering feedback from young people and others, and this data to inform future programme development.</li> <li>All relevant data is gathered and filed in a respectful and appropriate manner.</li> </ul>
<b>Any other duties as discussed and agreed with the team leader</b>	<p>WCA Waitangirua staff are viewed as being flexible and willing to consider how they can help in realistic and tangible ways and contribute to the wider teams achievements in the community.</p>

### Ideal person specification

The ideal person for the youth worker position will have:

- High self-motivation.
- Experience of delivering youth-led programmes.
- Experience and skills (ideally supported by relevant qualifications) in working with young people, both individually and in groups
- Sound knowledge of the Porirua community.
- Strong communication skills (written and oral)
- Ability to work cross-culturally, working respectfully and sensitively
- A commitment to working co-operatively and supportively within a team environment
- Ability to develop and maintain respectful relationships with a wide range of organisations.
- A commitment to positive social change that encompasses, a strength-based approach, applying the Treaty of Waitangi and holistic practices
- Full drivers license
- Will successfully pass Police and Oranga Tamariki vetting

## How we work: Te Ara Wēteriana / The Wesley Way

Te Ara Wēteriana / The Wesley Way is the heart of our work. It's based on the belief that people are the experts in their own lives. We support them to identify their strengths and skills and the changes they believe will allow them to have a better life.



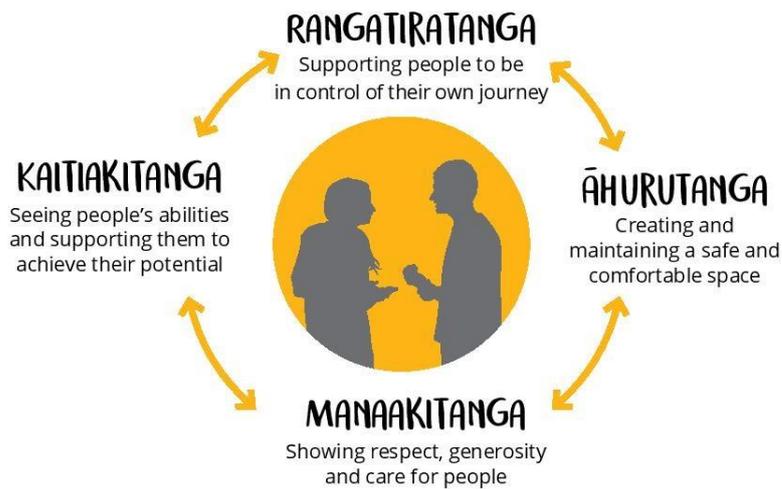
**Wesley  
Community  
Action**

community ■ compassion ■ change



### TE ARA WĒTERIANA The Wesley Way

Te Ara Wēteriana brings out the best in people.  
The following principles guide all our engagements:



We give effect to these by:

Viewing whānau as experts in their own lives	Using Te Tiriti o Waitangi as the base for our mahi	Calling out and challenging injustice	Seeking and using feedback to guide our relationships
Focusing more on what's working	Being as courageous as the whānau we work alongside	Acknowledging our power and sharing this	Striving to be our best by being open to learning and new whakaaro

**KĀORE MĀ TE WAHA ENGARI MĀ TE RINGA** Don't tell me, show me



**Pre-employment disclosure statement:** As part of our final pre-employment process, we require you to answer the following questions.

1. Your full name:

Date:

Previous convictions	YES	NO
<b>2.</b> Have you ever been convicted of a criminal or driving offence? Full details if yes (use separate sheet if needed) .....	2 Yes	2 NO
<b>3A.</b> Are there any criminal charges currently pending against you? Full details if yes (use separate sheet if needed) .....	3a YES	3a NO
<b>3B.</b> Have you been subject to any performance, employment, or disciplinary processes with any previous employer, or been dismissed from any role? (Include any/all processes even where no further action was required). If in doubt, please provide details. Full details if yes (use separate sheet if needed) .....	3b YES	3b NO
<b>3C.</b> Have you been the subject of any censure or suspension to your professional practice / certifications, of any type for any reason? If in doubt, please provide details. Full details if yes (use separate sheet if needed) .....	3c YES	3c NO
<b>4.</b> Have you had any circumstance where you have had engagement with the police for any matter (including traffic matters)? If in doubt, please provide details. Full details if yes (use separate sheet if needed) .....	4 YES	4 NO
Medical / general wellbeing clearance		
<b>5A.</b> Do you have any current medical/health or psychological conditions that we should be aware of that may interfere with your ability to carry out your duties as a member of Wesley Community Action? If in doubt, please provide details as if answering 'yes'. Full details if yes (use separate sheet if needed) .....	5a YES	5a NO
<b>5B.</b> Do you have any history of an event/s, traumatic or otherwise, that could impact on your ability to carry out your duties objectively, professionally, and non-judgementally? Full details if yes (use separate sheet if needed) .....	5b YES	5b NO
<b>6A.</b> Do you have any pre-existing medical/health or psychological conditions? Full details if yes (use separate sheet if needed) .....	6a YES	6a NO
<b>6B.</b> Do the above condition/s impact on your ability to fulfil your role in any way (Q4&5)? please provide us with an appropriate <b>medical clearance</b> from your health practitioner authorising you as fit for the purpose of the role.	6b YES	6b NO
<b>7A.</b> Have you received your Covid vaccination? <b>FIRST VACCINATION YES/NO    SECOND VACCINATION YES/NO    BOOSTER VACCINATION YES/NO</b>		
<b>7B.</b> If not, do you intend to be vaccinated?	7b YES	7b NO
<b>7C.</b> If not, is this because of medical advice?	7c YES	7c NO
<b>7D.</b> I do wear face masks as required by public health guidelines.	7d YES	7d NO
<b>7E.</b> I have an official exemption from wearing a face covering and can provide evidence of this.  WCA is an approved Essential Service. Vaccination is a critical part of Aotearoa-NZ's public health response to the Covid-19 pandemic. As kaimahi/staff in an approved Essential Service under Covid lockdowns, we can help protect ourselves, each other, the people we support, and the wider community by getting our Covid-19 vaccination. <u>You are not obliged to disclose your vaccination status.</u> However, certain aspects of our work cannot be done by an unvaccinated worker, so it is important we understand as much as possible the health needs of our kaimahi/staff. We appreciate your cooperation on this.	7e YES	7e NO
Declaration		
I am legally entitled to work/volunteer in Aotearoa New Zealand. YES/NO I give permission for my referees to be contacted. YES/NO I give permission for my medical records to be accessed if requested YES/NO I have a full and clear driver license I can produce for sighting. YES/NO The information given in this application is factual and truthful. YES/NO		
<b>Signed:</b>	<b>Dated:</b>	

*Please note: We rely on the accuracy of the information given to us. If it is later discovered that you have not fully disclosed all matters to us or that you have failed to disclose significant information, then the employer is entitled to treat such non-disclosure or misrepresentation as misconduct or serious misconduct and disciplinary proceedings may follow. V.JAN 2022 AJM*